EMAA – Emergency Assistance Application

This screen is used for entry of Emergency Assistance expenses and amounts (for Hard services), and to display the authorization date for each expense. It is also used to deny Emergency Assistance applications.

```
 EMAA                EMERGENCY ASSISTANCE APPLICATION      08/23/04  13:10:51
                                                           KIM    C

  CASE NAME:  DUCK, DONALD A       CASE NUMBER:  000010   MONTH:  0904

  WORKER NM:  CROSS , KIM                        APPLICATION DATE:  09012004
  WORKER #:   T11101

            EXP                   AUTH                EXP                  AUTH
   S/D      TYP      AMOUNT       DATE        S/D     TYP     AMOUNT       DATE
            TR       150.00     09012004
```

(When EXP TYP
is <u>not</u> 'SO')

(When EXP TYP = 'SO')

```
 EM ID#:                  TOTAL ASSISTANCE AMOUNT:    150.00
 DENIAL REASON:           AUTHORIZE:    DENIAL DATE:

                                                          NEXT-->
```

Solid arrow = Mandatory field. Open arrow = Optional Field.

Mandatory Fields   ([F1] indicates Online Help is available.)

EXP TYP [F1]

> Expense type codes are entered here. These describe the type of expenses for which the payment is being used.

AMOUNT

> The dollar amount for the corresponding expense is entered here, for hard service expense codes.

EM ID#

> The tracking number for this Emergency Assistance application (from RELI) is entered in this field, when the Expense Type code is 'SO' (Soft Services).

Optional Fields

S/D [F1]

'S' can be entered here by workers with appropriate security, to access EMAV for a displayed payment. 'D' can be entered (to delete this expense type) by the Social Service Specialist who entered the expense type, or another worker in the same service county, if the payment has not yet been authorized on EMAV.

DENIAL REASON [F1]

Social Service Specialists may enter a denial reason here, in order to deny the Emergency Assistance application. (See AUTHORIZE field.)

AUTHORIZE

When denying an Emergency Assistance application, Social Service Specialists must enter a 'Y' here, to finalize the denial.

Display Fields

CASE NAME

The case name (Primary Information person) is displayed.

CASE NUMBER

The TEAMS case number is displayed.

MONTH

The month that was entered on the menu prior to accessing the EMAA screen is displayed.

WORKER NM

The name of the Social Service Specialist who is associated with the case is displayed (Last, First).

WORKER #

The caseload number of the Social Service Specialist who is associated with the case is displayed.

APPLICATION DATE

The date of the Emergency Assistance application (from APRE or APMA) is displayed here.

AUTH DATE

The date the Emergency Assistance was authorized by the Social Service Supervisor (on EMAV) is displayed here.

TOTAL ASSISTANCE AMOUNT

This field displays a total of all **authorized** payments for this Emergency Assistance application.

DENIAL DATE

If the Emergency Assistance application is denied, TEAMS displays the date the denial was performed.

Navigation Fields and Fkeys

NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS *menu* that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.

Tips on EMAA

➢ All associated PAY TYP and AMOUNT fields will be erased if an Emergency Assistance application is denied.

➢ 'D' can be entered next to multiple entries at once, if necessary.

➢ If an Emergency Assistance application is mistakenly denied on EMAA, you can now use REPT (Revert Program to Open) to reopen the EM.

➢ For more information, please access the TEAMS Training Website at:

https://dphhs.mt.gov/sevp/teams/teams_tools/teams_tools_home.htm